



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
KASHMERE GATE, DELHI-110403

No. F.1(6)(40)/2009/Estt./

Dated the *May, 2009

CIRCULAR

The competent authority has decided to prescribe the following guidelines in respect of faculty for applying to attend international conferences :

1. The period during which a faculty can go to attend the said conference shall be considered in a block of 03 years from the date of his/ her joining.
2. In 03 years' block, the faculty can go once to attend International Conference with 50% financial assistance from the University and 50% from the U.G.C. unassigned travel grant or other agencies or by him/ herself.
3. If the faculty does not avail the above facility in first 03 years, than in 06 years' block he/ she shall be eligible to avail the facility with upto 100% financial assistance from the UGC/University. In other words, he/ she shall be given upto 100% financial grant from the University in second half of 06 years' block.
4. If the faculty does not avail of the facility within the two block of three years, the facility for the earlier block of 1st three years shall be lapsed and no claim in future for that lapsed block of three years shall be entertained.
5. In case, 50% grant is given from the University, as per para-2 the faculty may be given another 50% advance according to sanctioned UGC unassigned travel grant or in anticipation of UGC's such unassigned grant in case the faculty member does not get any grant from other agencies. In latter case, if the UGC's unassigned grant could not be obtained 50%, advance against the same given to the faculty shall be refunded by him/ her.
6. The grant would be allowed for paper presentation only and not for poster presentation, however, registration fee in full for publication of papers shall be permissible once in a year which shall not be countable as international travel grant. Also, it will be strictly according to UGC's guidelines in this regard.

The financial commitments of the University to the extent of 50% or 100%, as the case may be, shall include the following :

1. TA (Air tickets) – economy class
2. VISA fees
3. Registration fees
4. DA for the days of Conference as per rules
5. Lodging charges as per rules
6. Residence to Airport and Airport to the place of stay and vice versa.

While settling the claims, the concerned faculty members shall be required to submit the receipts of expenditure items alongwith proof of attending conference.

(Bhaskar P. Joshi)
Registrar